Cash Control File

The Cash Control Shadow File inquiry screens may be accessed by entering **H.3** on any "Command" line. There are two inquiry screens for the Cash Control File:

- ✪ Cash Control Shadow File Inquiry.
- ✪ Cash Control Shadow File Inquiry for Federal Authorization and Cash Tracking - 44 Account.

Cash Control Shadow File Inquiry screen

```
  9990 H.3: Cash Control                              09-01-2006 11:11 AM

                           CASH CONTROL SHADOW FILE INQUIRY
        ENTER FUNCTION: __ (S=START, T=SCREEN 2)
     ORG CODE: 9990   SECTION: 00 FUND: 0890 FUND DETAIL: 00 FED CAT NO: 12113051
     CREATE DATE: 06/11/01  LAST PROCESS DATE: 08/30/06  OVEREXPEND DATE:
                           CURRENT MONTH         PRIOR MONTH          PRIOR YEAR
      CASH:
       BEGINNING BALANCE:            0.00+                0.00+               0.00+
       INCREASES:            8,133,589.71+        8,133,589.71+      10,905,182.44+
       DECREASES:              102,616.18-          102,616.18-       2,870,167.19-
       ENDING BALANCE:       8,030,973.53+        8,030,973.53+       8,035,015.25+

      OTHER LIQUID ASSETS:
       BEGINNING BALANCE:            0.00+                0.00+               0.00+
       INCREASES:                    0.00+                0.00+               0.00+
       DECREASES:                    0.00+                0.00+               0.00+
       ENDING BALANCE:               0.00+                0.00+               0.00+
       SUMMARY BALANCE:      8,030,973.53+        8,030,973.53+       8,035,015.25+

     Command: _____
     Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
           Help  Retrn Quit                     Bkwrd Frwrd                   Main
```

The Cash Control Shadow File Inquiry screen is split horizontally into "Cash" and "Other Liquid Assets" (used for recording investments in the Surplus Money Investment Fund-SMIF). This screen allows inquiry into detail records in the Cash Control File by combinations of Section, Fund, Fund Detail and Federal Catalog/SCO Project Number which comprise the record key. **Section** is included in the key if it is specified in the Organization Level Indicator in the Appropriation Symbol Table. **Fund** is always in the key to a Cash Control File record, and for specific funds, Federal Catalog/SCO Project Number is included in the key. **Fund Detail** is included in the key if it is specified as a level of control in the Cash Control Fund Level Indicator in the D23 Descriptor Table. Therefore, the actual key used for displaying a Cash Control File record on the Cash Control Shadow File Inquiry screen depends upon the **levels of control** established by the agency and the type of fund.

Cash or Other Liquid Assets:

Beginning Balance - The cash balance for the fund at the start of the fiscal reporting period.

Increases - Includes all transactions which post a debit to General Ledger Accounts 1115, 1140, 3020 and 3021.

Decreases - Includes all transactions which post a credit against General Ledger Accounts 1115, 1140, 3020 and 3021.

Ending Balance - Determined by summarizing the Beginning Balance (+,-), Increases (+) and Decreases (-) fields.

Summary Cash Balance - Sum of the Cash and Other Liquid Assets Ending Balances.

Cash Control Shadow File Inquiry for Federal Authorization and Cash Tracking - Account 44 screen

```
 9990 Cash Control                                        09-01-2006 11:11 AM

                        CASH CONTROL SHADOW FILE INQUIRY FOR
                     FED AUTHORIZATION AND CASH TRACKING - 44 ACCOUNT

  ORG CODE: 9990    SECTION: 00 FUND: 0890 FUND DETAIL: 00 FED CAT NO: 12113051
  CREATE DATE: 06/11/01  LAST PROCESS DATE: 08/30/06  OVEREXPEND DATE:


                        CURRENT MONTH         PRIOR MONTH          PRIOR YEAR
   AUTHORIZATION BALANCE:
    BEG AUTHORIZATION:           0.00+               0.00+               0.00+
    RECEIPTS:                49,287.23-          49,287.23-       2,804,950.41-
    NET AUTHORIZATION:      49,287.23-          49,287.23-       2,804,950.41-

   CASH (SCO 44 LEVEL):
    BEGINNING BALANCE:           0.00+               0.00+               0.00+
    RECEIPTS:                49,287.23+          49,287.23+       2,804,950.41+
    TRANSFERS OUT:          49,287.23-          98,574.46-       2,804,950.41-
    ENDING BALANCE:              0.00+          49,287.23-               0.00+
                        PRESS F2 KEY TO REDISPLAY FIRST SCREEN
  Command:_____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Help  Retrn Quit                                             Main
```

After finding the desired record on the Cash Control Shadow File Inquiry screen, inquiry may be made into the Cash Control Shadow File Inquiry for Federal Authorization and Cash Tracking - Account 44 screen by entering Function **T** and pressing the **Enter** key. The key to this screen includes Fund **0890** and the Federal Catalog/SCO Project Number. If a Fund other than 0890 is keyed with Function **T**, the error message '094-Data For Fund 0890 Must be Viewed Before 2nd Screen Display' will appear. Optionally, **Section** may be in the key if control by Section is established in the Appropriation Symbol Table. The shadow file cannot be searched or scrolled from this screen. Press the **F2** key to return to the first screen.

There are four interactive online screens associated with the Online History File Inquiry feature (Command **H.6**):

✪ The **History Inquiry** screen is used to specify search criteria to retrieve specific History File data.

✪ The retrieved data is listed on the **History Inquiry Transaction Listing** screen.

✪ Individual selected records may be viewed in more detail on the **History Detail** screen.

✪ The **History Inquiry Interrupt** screen appears each time the history search reads 50,000 transactions. This will continue to reoccur **each** time 50,000 transactions are read or until the number of transactions found reaches the default maximum (700) or a count previously designated. Additional options are provided each time this screen appears.
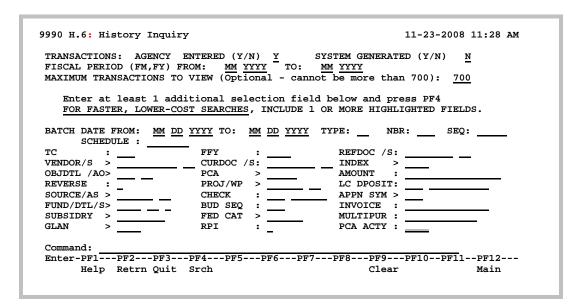
Each of the four Online HY screens is described in further detail on the following pages.

All selected Online HY transactions may be:

✪ Printed as a report at the agency's printer.

✪ Used to create a report file for use with software such as Monarch.

History Inquiry Screen

This screen is used to enter search criteria for specific transactions. It is important to narrow the scope of the search by entering specific data in the selection criteria fields. Please refer to the cost savings guidelines on the next page.

```
 9990 H.6: History Inquiry                              11-23-2008 11:28 AM

 TRANSACTIONS:  AGENCY  ENTERED (Y/N)  Y      SYSTEM GENERATED (Y/N)   N
 FISCAL PERIOD (FM,FY) FROM:  MM YYYY   TO:  MM YYYY
 MAXIMUM TRANSACTIONS TO VIEW (Optional - cannot be more than 700):  700

    Enter at least 1 additional selection field below and press PF4
    FOR FASTER, LOWER-COST SEARCHES, INCLUDE 1 OR MORE HIGHLIGHTED FIELDS.

 BATCH DATE FROM:  MM DD YYYY TO:  MM DD YYYY  TYPE: __   NBR: ___   SEQ: _____
      SCHEDULE :  _____
 TC      :  ___        FFY    :  ____      REFDOC /S: _____ __
 VENDOR/S  > _____ _    CURDOC /S: _____ __   INDEX    > _____
 OBJDTL /AO> ____ __     PCA    > _____     AMOUNT   : _____
 REVERSE  : _         PROJ/WP > _____ _    LC DPOSIT: ___ _____
 SOURCE/AS > _____ __    CHECK   : ___ _____    APPN SYM > ___
 FUND/DTL/S> ____ __ _    BUD SEQ :  ___      INVOICE  : _____
 SUBSIDRY  > _____     FED CAT > _____    MULTIPUR : _____
 GLAN     > _____      RPI    :  _       PCA ACTY : ____

 Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help  Retrn Quit  Srch                      Clear           Main
```

Cost Savings Guidelines

To avoid costly, time consuming searches, use the following guidelines when specifying search criteria on the History Inquiry – Selection screen (Command **H.6**):

✪ Do **not** include both Agency Entered and System Generated transactions in the same search.

✪ Specify the shortest Fiscal Period (FM, FY) range possible for the particular search (i.e. smallest number of fiscal months and fiscal years to be searched).

✪ Specify a Batch Date whenever possible or specify "From" and "To" Batch Dates when appropriate.

✪ Use a Maximum Transactions To View value to limit the number of expected results (between 1 and 700 transactions).

✪ Include at least one of the following file key fields in the search request: Check Number; Current Document Number; Reference Document Number; Claim Schedule Number; Vendor Number/Suffix; Project/Work Phase; PCA; Index; Object Detail, and/or Multipurpose Code.

✪ Stop the search and reanalyze the search criteria if the History Inquiry Interrupt screen appears after searching 50,000 or more transactions and no transactions are found that meet the search criteria. Provide additional information or change the existing search criteria.

History Inquiry Screen Features

The **F1**=Help key is available for fields that display a **>** after the field name. This feature functions the same on all screens where **F1**=Help is available. Refer to Volume 1, Chapter IX, for a complete discussion of the **F1**=Help feature.

A wildcard feature is also available on the History Inquiry Selection screen. To use this feature, key an asterisk in any position of a field. This feature may be helpful when only part of a desired field is known. The wildcard feature may be used in most fields, but is **not** allowed in the TC, Reverse, FFY, GLAN, and Amount fields.

    Example: If the first number of an Index code begins with 1 and the remaining digits are unknown, **1***** may be entered in the index field. All records containing an Index code beginning with 1 would be retrieved.

Entering Information on the History Inquiry Screen

Specify Online HY Selection data fields using the following criteria:

Transactions - Indicates if 'Agency Entered' (default - **Y**), 'System Generated' (default - **N**), or both types of transactions are to be selected. Select one or both types of transactions.

        Y-Yes - Select these transactions

        N-No - Do not select these transactions.

NOTE: For this selection, TC 360 and TC 361 (from the Warrant Write process), and TC 362 (from the automated CD102 process) are considered agency-entered transactions.

Fiscal Period - The fiscal periods are defined by **MM** (Fiscal Month: **01** - **13**) and **YYYY** (Fiscal Year; e.g., **2002**).

> **From** - Specify a single (FM) fiscal period by using only this field; e.g., use **01 2002** for all July transactions of fiscal year 2002/2003. If searching multiple fiscal months, specify the oldest (FM) fiscal period in this field.

> **To** - Specify the ending (FM) fiscal period when searching multiple fiscal months; e.g. use **03 2002** to include all transactions up through FM period September of fiscal year 2002/2003.

> There is no restriction on the number of fiscal months to be searched. However, specifying a broad search period (multiple months or years) may result in unmanageable results as well as higher agency costs. Records older than 3 fiscal years are no longer available after the YEO process. An error message is issued if the fiscal period entered is not available or the fiscal period field(s) is incomplete.

Maximum Transactions To View (optional) - This option limits the number of selected transactions. Any number between **1** and **700** may be entered.

In addition to the criteria discussed above, at least one additional selection field must be populated before initiating a search. Some of the available selection fields are described here.

Batch Date – The Batch Date may be entered in the 'BATCH DATE FROM' field to search history records for one day. To search multiple dates, both the 'BATCH DATE FROM' and the 'TO' fields must be populated.

Batch Type - The Batch Type must agree with the File selected; i.e., Agency Entered batches must be numeric (**00**-**99**), **WA** or **WW**. System Generated batches must be alphabetic (**AA** - **ZZ**, excluding **WA** and **WW**).

Sequence – If fewer than 5 characters (digits and wildcards) are keyed, the coding will be right justified and left zero filled.

TC - If the Transaction Code (TC) is entered as part of the selection criteria, the search data is edited based on the specific field indicators in the Transaction Code Table. If a specified field is not allowed per the TC or the TC entered is not in the statewide Transaction Code Decision Table, an error message is displayed.

GLAN – A specific GLAN may be specified. The GLAN and TC fields may be used concurrently if the GLAN is a required field in the TC Illustration (Volume V).

Blanks are allowed on some fields and are considered valid search values. For example, **1234 AB** may be keyed in the invoice field.

After keying the selection criteria, press **F4**-Srch to initiate a search. If no transactions are found, the message '307-NO TRANSACTIONS WERE SELECTED. PRESS F2 TO RETURN TO THE SELECTION SCREEN' is issued.

The Selection screen retains the original selection values entered when returning from the History Inquiry Transaction Listing or History Detail screens (press **F2**). However, if the **F12**-Main Menu key is pressed before re-entering the Selection Screen, the prior selection criteria are erased.

History Inquiry Transaction Listing Screen

The History Inquiry Transaction Listing screen is displayed when multiple transactions meet the selection criteria. If no transactions are found that meet the selection criteria, the '307' message is issued. If only one transaction is found, the History Detail screen is displayed. Each line on the History Inquiry Transaction Listing screen represents one transaction.

Transaction information is displayed on three sub-screens. Scroll right and left (from sub-screens **1** to **2** to **3** and back) to view various fields using the **F11** and **F10** keys. The Batch ID remains on each sub-screen as a reference point when using right/left scrolling. Up and down scrolling within each of the 3 sub-screens is also available using the **F7** and **F8** keys. A standard 'beginning/end of data' message is issued if an up/down scroll is attempted, but there are no more records to view.

History Inquiry Transaction Listing – Screen 1

```
 9990 History Inquiry Transaction Listing: Screen 1              1-23-2008 07:57 AM
                                                                            MORE==>
   Enter a 'P' in the F column to mark a transaction for print


    FISCL ---- TRANSACTION ID ---
   F MO YR    DATE    TP NBR    SEQ D TC   R M FFY      AMOUNT       INDX OD  AO  PCA
   - -- --  -------- -- --- ----- - --- - - --  ------------------ ---- --- -- -----
   _ 05 08 11-22-08 04 835     3   232      02          410.00 0250 382 01 25401
   _ 05 08 11-22-08 04 835     5   232      02          506.54 0250 382 01 15625
   _ 05 08 11-22-08 04 836     3   232      03       19,142.20 0250 382 01 43001
   _ 05 08 11-22-08 04 836     4   232      03       29,402.60 0250 382 01 43001
   _ 05 08 11-22-08 04 836     5   232      03       15,481.00 0250 382 01 43001
   _ 05 08 11-22-08 04 836     6   232      03        2,337.99 0250 382 01 25401
   _ 05 08 11-22-08 04 836     7   232      03       15,094.07 0250 382 01 25401
   _ 05 08 11-22-08 04 836    10   232      03        8,184.12 0250 382 01 25401
   _ 05 08 11-22-08 04 837     1   232      04        4,297.16 0250 382 01 13179
   _ 05 08 11-22-08 04 837     2   232      04           54.00 0230 382 01 91101

              Total records meeting selection criteria:  12

   Command: _____
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Help  Selct Quit        Dtail Print Bkwrd Frwrd Clear Left  Right Main
```

History Inquiry Transaction Listing – Screen 2

```
9990 History Inquiry Transaction Listing: Screen 2          11-23-2008 08:00 AM
                                                                    <=MORE=>
  Enter a 'P' in the F column to mark a transaction for print

    ---- TRANSACTION ID ---                                      LOC DEPOSIT/
  F   DATE   TP NBR  SEQ  D  REF DOC/S   CUR DOC/S    VENDOR/S    BUD  SCHEDULE
  - -------- -- --- ----- - -------- -- -------- -- ---------- -- --- ----------
  _ 11-22-08 04 835     3   C0002192 00 21922560    0000000395 00    4000570
  _ 11-22-08 04 835     5   C0001144 01 11442550    0000000023 05    4000570
  _ 11-22-08 04 836     3   C0009126 00 91262500    0000000160 01    4000571
  _ 11-22-08 04 836     4   C0009126 00 91262500    0000000160 01    4000571
  _ 11-22-08 04 836     5   C0009126 00 91262500    0000000160 01    4000571
  _ 11-22-08 04 836     6   C0003261 00 32612580    0000000161 00    4000571
  _ 11-22-08 04 836     7   C0003261 00 32612580    0000000161 00    4000571
  _ 11-22-08 04 836    10   C0000229 00 02291200    0000000036 00    4000571
  _ 11-22-08 04 837     1   C0004072 00 40722500    0000000013 03    4000572
  _ 11-22-08 04 837     2   C0002034 00 20342300    0000000368 00    4000572

            Total records meeting selection criteria:  12

  Command: : _____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help  Selct Quit        Dtail Print Bkwrd Frwrd Clear Left  Right Main
```

History Inquiry Transaction Listing – Screen 3

```
9990 History Inquiry Transaction Listing: Screen 3          11-23-2008 08:10 AM
                                                                    <==MORE
  Enter a 'P' in the F column to mark a transaction for print

    ---- TRANSACTION ID ---                                           APPN
  F   DATE   TP NBR  SEQ D  CHECK      PROJ/WP SOURCE AS SUBSIDRY SYM FUND FD
  - -------- -- --- ----- - ---------- ------ -- ------ -- -------- --- ---- --
  _ 11-22-08 04 835     3            012340 95                     900 0001
  _ 11-22-08 04 835     5                                          900 0001
  _ 11-22-08 04 836     3                                          900 0001
  _ 11-22-08 04 836     4                                          900 0001
  _ 11-22-08 04 836     5                                          900 0001
  _ 11-22-08 04 836     6                                          900 0001
  _ 11-22-08 04 836     7                                          900 0001
  _ 11-22-08 04 836    10                                          900 0001
  _ 11-22-08 04 837     1                                          900 0439
  _ 11-22-08 04 837     2                                          900 0439

            Total records meeting selection criteria:  12

  Command: _____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help  Selct Quit        Dtail Print Bkwrd Frwrd Clear Left  Right Main
```

Specific features of the Transaction Listing screen include:

✪ Selected records are sorted by Fiscal Period. Within Fiscal Period, the sort order is dependent on coding specified in the Batch ID, Schedule, Ref Doc, Curr Doc, and Proj/ WP fields of the Selection screen. As a result, history records are not always displayed in Batch ID (date) order.

✪ If both Agency Entered and System Generated transactions are selected for the same batch date, system generated transactions appear first.

✪ A maximum of 700 records may be retrieved in a search. If the number of records retrieved exceeds 700, the message '306-YOU HAVE REACHED THE MAXIMUM OF 700 TRANSACTIONS IN YOUR SELECTION' appears. To view the selected records, use the **F7** and **F8** keys to scroll backward and

✪ forward. A standard '314-END OF DATA' message appears when the last record is displayed on the screen.

✪ If the Duplicate Record indicator is **0** (zero), it is not displayed. Values greater than zero appear in the "D" column on the Batch ID section of the screen.

✪ A table pop-up feature is available to browse valid codes for the Index Code, PCA, Vendor/S, Appropriation Symbol, and Project/Work Phase fields. The pop-up feature displays the table listing with titles. When the cursor is not on one of the specific fields with a pop-up feature, pressing **F1** displays the Help feature, which provides general information about the Transaction Listing screen.

✪ Key a **P** in the **F-**Function column to select specific transactions for printing. When the **F1**, **F2**, **F5**, **F6**, **F7**, **F8**, **F10**, **F11** or **Enter** key is pressed, the **P** is saved by the system. If the **F9** key is pressed, all **P**s shown on the screen are erased (even if previously saved). If the **F3** or **F12** key is pressed, all **P**s (and all Selection criteria) are erased.

✪ Press the **F6**-Print key to select one of the following print options:

  – Transactions previously marked **P** in the **F**-column only.

  – All transactions that meet the selection criteria regardless of whether records have been marked with a **P**.

Either print option will generate a report at the agency's printer and/or a report file that can be downloaded to an agency's PC. When the print job is submitted, an asterisk (*) appears in the "F" column to indicate that the transactions were spooled to the printer. Refer to the *Optional Report and Report File* section found later in this chapter for more information.

✪ Pressing the **F9**-Clear key clears any **P** values or asterisks in the "F" column of the Transaction Listing screen that is displayed at the time the key is pressed. **P** values or asterisks in the "F" column of previous or subsequent Transaction Listing screens are not cleared.

✪ To view a transaction in greater detail, place the cursor anywhere on the transaction (or in the Function field of the desired transaction) and press **F5-**Dtail to go to the History Detail screen. The History Detail screen is discussed below.

✪ Press the **F2**-Select key to return to the Selection screen. The Selection screen retains the original selection values. These values may then be modified to perform another search.

History Detail Screen

The History Detail screen is displayed if **only one** transaction meets the selection criteria specified or if the **F5** key is pressed when the cursor is on a transaction line in the Transaction Listing screen. The screen displays all Online HY file data for the transaction.
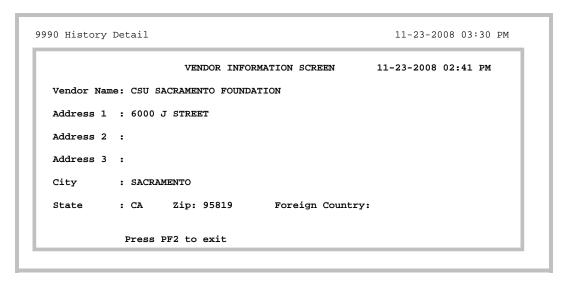
```
9990 History Detail                                      11-23-2008 08:23 AM

Function: _   enter P to mark this transaction for print

FISCAL PERIOD: 05 2008     POSTING DATE: 11 22 2008  SEQ NBR:     6  DUP: 0
BATCH DATE  : 11 22 2008  TYPE        : 04     NUMBER      : 803
SCHEDULE    : 4000570

TC      : 232           MODIFIER  :              FFY     : 2006
REF DOC/S: C0002192 00    VENDOR/S  > 0000000395 00  RPI     :
INVOICE  : 0259242        DOC DATE  : 09-22-2008   CUR DOC/S: 21922560
INDEX    > 0250           OBJ DTL/AO: 382 01       PCA      > 25401
TRANS AMT:        410.00 REVERSE  :              PROJ/WP  >
LC DPOSIT:               SOURCE/AS >              CHECK    :
APPN/SYM > 900           FUND SRCE > D            FUND/DTL > 0001
METHOD   : 2             BUD SEQ   :              SUBSIDRY >
GLAN     >               DUE DATE  :              PCA ACTVY:
LOCATION :               MULTI PUR :              FED CAT  >
NET AMT  :            0.00 VEND INFO> CSU SACRAMENTO FOUNDATION

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit        Selct Print Bkwrd Frwrd Clear            Main
```

Specific features of the Detail screen include:

✪ The History Detail screen has an additional pop-up feature to show Vendor Name and Address data from the Online HY file. To use the pop-up feature, place the cursor anywhere in the Vendor Info field and press the **F1**-Help key.

> **NOTE**: When the cursor is not on the specific table fields or the Vendor Info field, pressing **F1** displays the Help feature, which provides general information about the Detail screen.

A sample of the Vendor Information pop-up screen is shown here:

```
9990 History Detail                                      11-23-2008 03:30 PM

                 VENDOR INFORMATION SCREEN        11-23-2008 02:41 PM

   Vendor Name: CSU SACRAMENTO FOUNDATION

   Address 1  : 6000 J STREET

   Address 2  :

   Address 3  :

   City       : SACRAMENTO

   State      : CA    Zip: 95819      Foreign Country:


           Press PF2 to exit
```

✪ The Duplicate Record indicator value is displayed in the DUP field regardless of whether it is a zero or some other value.

✪ The GLAN data field only displays the GLAN that was keyed in the original input accounting transaction.

✪ Key a **P** in the Function field to print the record. When the **F1**, **F2**, **F5**, **F6**, **F7**, **F8** or **Enter** key is pressed, the **P** is 'saved' by the system. If the **F9-**Clear key is pressed, the **P** shown on the screen is erased (even if previously 'saved'). If the **F3** or **F12** key is pressed, the **P** and all Selection criteria are erased from the screen.

✪ A transaction may be printed from the Detail screen, if desired. It is not necessary to return to the Transactions Listing screen to print the transaction. When the **F6**-Print key is pressed, an asterisk (*) appears in the Function field to indicate that the transaction was sent to the printer. Refer to the *Optional Report and Report File* section found later in this chapter for more information.

✪ Pressing the **F9-**Clear key removes the **P** or asterisk (*) displayed in the Function field. A **P** or asterisk (*) in the Function field of other Detail screens remain unchanged.

✪ Use the **F7** and **F8** keys to scroll up/down within the History Detail screen. It is not necessary to return to the Transaction Listing screen to scroll between transactions. A standard 'beginning/end of data' message is issued if up/down scroll is attempted and there are no more records to view.

✪ Press the **F2** key to return to the Transaction Listing screen. The record previously displayed on the History Detail screen now appears at the top of the Transaction Listing screen.

✪ Press the **F5** key to return to the History Inquiry screen. The Inquiry screen retains the original selection values. These values may be modified to perform another search.

History Inquiry Interrupt

Each time the history file search reads 50,000 transactions, the History Inquiry Interrupt feature automatically interrupts the history search. This will continue to reoccur **each** time 50,000 transactions are read or until the number of transactions found reaches the default maximum (700) or a count previously designated.

```
                        HISTORY INQUIRY INTERRUPT

            50,000 transactions have been read.  So far, there
        are  107 transactions that meet the selection criteria.

        On the Selection screen, 120 transactions were entered as
        the maximum number to view.  (NOTE: If a maximum number
        was not entered on the Selection screen, the default
        maximum of 700 transactions was used).

        Please select one of the following options with an X and press ENTER:

          _   Display the transactions found so far that meet the
              selection criteria.
          _   Continue searching for transactions meeting the
              selection criteria.  (Optional) Also change the
              maximum number of transactions to view to  ___  .
          _   Stop the search and return to the Selection screen.

        Press PF1 for Help
```

Pressing the **PF1**-Help key while viewing the search interrupt screen will display information about the search interrupt.

The Online HY search interrupt screen shows the search status (amounts) for:

- ✪ Cumulative number of transactions that have been read.

- ✪ Number of transactions found that meet the selection criteria.

- ✪ Maximum number of transactions currently set to be viewed.

One of the following options may be selected from the search interrupt window:

- ✪ "Display the transactions found so far that meet the selection criteria."

  NOTE: This choice is displayed **only** if transactions were found before the interrupt occurred.

- ✪ "Continue searching for transactions meeting the selection criteria. (Optional) Also change the maximum number of transactions to view to ___."

- ✪ "Stop the search and return to the Selection screen."

If the "Display the transactions found so far that meet the selection criteria", option is chosen, the following screen (example) is displayed.

```
  9990 History Inquiry Transaction Listing: Screen 1         11-23-2008 09:44 AM
                                                                     MORE==>
  Enter a 'P' in the F column to mark a transaction for print


   FISCL ---- TRANSACTION ID ---
 F MO YR   DATE    TP NBR   SEQ D  TC  R M FFY       AMOUNT        INDX OD  AO  PCA
 - -- -- -------- -- --- ----- - --- - - -- ---------------- ---- --- -- -----
 _ 05 04 11-22-08 04 835     3   232      02              410.00 0250 382 01 25401
 _ 05 04 11-22-08 04 835     5   232      02              506.54 0250 382 01 15625
 _ 05 04 11-22-08 04 836     3   232      03           19,142.20 0250 382 01 43001
 _ 05 04 11-22-08 04 836     4   232      03           29,402.60 0250 382 01 43001
 _ 05 04 11-22-08 04 836     5   232      03           15,481.00 0250 382 01 43001
 _ 05 04 11-22-08 04 836     6   232      03            2,337.99 0250 382 01 25401
 _ 05 04 11-22-08 04 836     7   232      03           15,094.07 0250 382 01 25401
 _ 05 04 11-22-08 04 836    10   232      03            8,184.12 0250 382 01 25401
 _ 05 04 11-22-08 04 837     1   232      04            4,297.16 0250 382 01 13179
 _ 05 04 11-22-08 04 837     2   232      04               54.00 0230 382 01 91101

            Records meeting selection criteria so far:  107


 Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help  Selct Quit  Cont  Dtail Print Bkwrd Frwrd Clear Left  Right Main
```

A **PF4**-Cont key is provided to 'continue' the search as well as a **PF2**-Selct key to return to the selection screen.

> **NOTE**:   The cumulative transactions found from the **most recent** search are always saved *until* the search criteria are changed (creates a new search) **or** the Online History Inquiry (Command **H.6**) is exited.

Optional Report and Report File

Selected Online HY file transactions may be printed on paper and/or created as a report file at the data center. Similar to the online viewing feature, there is a maximum of 700 records that may be selected for output.

Press the **F6** key from either the Transaction Listing or Detail screens to print a report and/or generate a report file. The Print and Output Options pop-up screen is displayed and provides the following options:

✪ Print only those transactions that have been marked with a **P** in the Function field or print all records that have met the selection criteria regardless of whether or not transactions have been marked with a **P.**

✪ Direct a report to the agency's printer and/or create a report file.

```
   9990 History Inquiry Transaction Listing: Screen 1        11-23-2008 02:17 PM
                                                                      MORE==>
   Enter a
                              Print and Output Options
    FISCL
   F MO YR      Print Option:    Select 1 option with an 'X'              PCA
   - -- -- -                                                             -----
   _ 02 06 0       _    PRINT TRANSACTIONS MARKED WITH A 'P' ONLY        52010
   _ 02 06 0                                                             52010
   _ 02 06 0       _    PRINT ALL TRANSACTIONS                           52020
   _ 02 06 0                                                             52020
   _ 02 06 0     _____        52030
   _ 02 06 0     _____        52050
   _ 02 06 0                                                             52040
   _ 02 06 0     Output Option(s):   Select 1 or both options with 'S'   52040
   _ 02 06 0                                                             52040
   _ 02 06 0       _    ROUTE ONLINE HISTORY DETAIL REPORT TO ROPES      52030

                   _    CREATE A REPORT FILE

                 Press Enter to submit request or Press PF2 to cancel
   Command:      Press PF1 for help
   Enter-PF1-                                                           PF12---
        Help                                                            Main
```

Specific features of the Print and Output Options screen include:

✪ Specifying 'Route Online History Detail Report to ROPES' generates a report at the agency's printer. The report ID is CSD600-1. The report will print at the agency's line printer (**A1**) unless the agency requests another printer for this purpose. Reports printed at the agency's printer will be in the ROPES Queue **ROH1**.

✪ The CSD600-1 contains two sections:

– The first page is titled 'Online History Selection Criteria Report' and shows the requestor's CALSTARS RACF Signon USERID **and** the selection criteria entered. The page is formatted in the same layout as the Selection screen. At the bottom of the page, there is a count of the total number of records that met the selection criteria and a count of the total number of records that were printed. See Exhibit VII-3 for a sample.

– The remaining pages that are titled 'Online History Detail Report' begin immediately after the selection page. See Exhibit VII-4 for a sample. The Vendor Information segment is printed only if information exists. A record that does not have Vendor Information will have those print lines suppressed on the printed report in order to reduce paper volume. Likewise, if the Vendor Information does not contain data in Address Line 2 or 3, these blank lines will also be suppressed so they will not show on the printed report.

✪ Specifying 'Create a Report File' generates a report file. The report file ID is CSD600-2. The retention period for the report file is 7 days. The report file naming convention is:

CS*aaaa*.CSD600F.CS*bbbbb*.D*cyymmdd*.T*hhmmss*

where:

aaaa = Organization code of request/user

bbbbb = RACF logon ID of user

cyymmdd = 1-digit Century, Year, Month and Day file was created

hhmmss = Hour, Minute and Second file was created

✪ A report file is automatically created when 'Route Online History Detail Report to ROPES' is specified. The report file ID is CSD600R. The retention period for the report file is 2 days.

✪ The report file (CSD600-2) is similar to the format of the CSD600-1, except for the handling of the Vendor Information segment. The report file always allows lines for the Vendor Information regardless of whether or not information exists. Therefore, transactions that do not have Vendor Information will show blank lines on the report to insure that there is a consistent display format for all selected records. This will accommodate agencies that use these report data sets in Monarch.

✪ Records on the reports are sorted in the same order as they are listed on the Transaction Listing screen.

✪ Reports are available for printing at the agency's printer or as report files. Microfiche and laser printing at the data center are not available.

EXHIBIT VII-3
SELECTION CRITERIA REPORT

```
CSD600-1 ****************              DEPARTMENT OF AIR QUALITY        ************************** ORG NUMBER:   9990
                      CALSTARS      ONLINE HISTORY SELECTION CRITERIA        REPORT               ORG PAGE:       1
10/18/2002 (97:37) ******************************************************************************************* RUN PAGE:       1

   REQUESTOR: CSCSPRT

     HISTORY SELECTION CRITERIA

     TRANSACTIONS:  AGENCY ENTERED: Y  SYSTEM GENERATED: N

     FISCAL PERIOD FROM: 01  2006   TO: 03  2006

     BATCH DATE FROM:            TO:             TYPE:     NUMBER:        SEQ NBR:

             SCHEDULE:

     TC       : 240          FFY      :            REF DOC/S :
     VENDOR/S  :            CUR DOC/S :            INDEX     :
     OBJ DTL/AO:            PCA       :            AMOUNT    :
     REVERSE   :            PROJ/WP   :            LC DPOSIT :
     SOURCE/AS :            CHECK     :            APPN SYM  :
     FUND/DTL/S:            BUD SEQ   :            INVOICE   :
     SUBSIDRY  :            FED CAT   :            MULTI PUR :
     GLAN      :



     NUMBER OF RECORDS MEETING SELECTION CRITERIA :    42
     NUMBER OF RECORDS SELECTED FOR PRINT         :    42
```

EXHIBIT VII-3 (Continued)
SELECTION CRITERIA REPORT

```
CSD600-1 9990 (DEST: A1 CTP2) *****        DEPARTMENT OF AIR QUALITY        ************************** ORG NUMBER:  9990
                             CALSTARS         ONLINE HISTORY DETAIL         REPORT                       ORG PAGE:       2
11/01/2008 (97:37) ****************************************************************************************** RUN PAGE:     12


   FM-FYR       BATCH DATE  BATCH TYPE         BATCH NUMBER      SEQ/DUP     POSTING DATE    CLM/LC DPOSIT  TC           REVERSE
   MOD-FCO      FFY         REF-DOC/S          VENDOR NBR/S      RPI         INVOICE         DOC DATE       CUR DOC/S    INDEX
   OBJ DTL/AO   PCA         AMOUNT             NET AMOUNT        PROJ/WP     SOURCE/AS       CHECK          APPN SYM     FUND SRCE
   FUND/DTL     METHOD      BUD SEQ            SUBSIDIARY        GLAN        DUE DATE        PCA ACTVY      LOCATION     MULTI PUR
   VENDOR INFORMATION                         FED CAT NBR


   02-2008      08-31-2008  04                 175                   1 0    08-31-2008      1717172        240
                2002                           9999999999 99             1123456         07-11-2008      01002000     1500
   257          52010               1,200.00                    .00 012340 95                            110          G
   0001         1
   JOHN DOE
   100 A STREET
   SACRAMENTO     CA 99999
   -------------------------------------------------------------------------------------------------------------------------
   02-2008      08-31-2008  04                 175                   2 0    08-31-2008      1717172        240
                2002                           9999999999 99             1123457         07-11-2008      01002000     1510
   257          52010                 225.00                    .00 012340 95                            110          G
   0001         1
   JOHN DOE
   100 A STREET
   SACRAMENTO     CA 99999
   -------------------------------------------------------------------------------------------------------------------------
   02-2006      08-31-2006  04                 175                   3 0    08-31-2006      1717172        240
                2002                           0000000106 00             2001-JULY-15    07-12-2006      99099000     1500
   246          52020             895,005.00                    .00 001005 93                            900          D
   0001         1
   CA WOMEN'S COMM ALC/DRG DEPEND
   14622 VICTORY BLVD., #100
   VAN NUYS       CA 91411
   -------------------------------------------------------------------------------------------------------------------------
   02-2006      08-31-2006  04                 175                   4 0    08-31-2006      1717172        240
                2002                           0000000294 00             CA58402         07-13-2006       00040000    1500
   246          52020                  99.99                    .00 032200 98                            900          D
   0001         1
   MEDICAL RESEARCH INSTITUTE
   2200 WEBSTER STREET
   ROOM A337
   SAN FRANCISCO  CA 94115
   -------------------------------------------------------------------------------------------------------------------------
   02-2006      08-31-2006  04                 175                   5 0    08-31-2006      1717172        240
                2002                           0000000294 00             CA58403         07-14-2006       00040000    1520
   246          52030                   8.32                    .00 032200 98                            110          G
   0001         1
   MEDICAL RESEARCH INSTITUTE
   2200 WEBSTER STREET
   ROOM A337
   SAN FRANCISCO  CA 94115
```

```
    9990 H.W: SCO Claim Schedule Warrant Number Inquiry        03-20-2008 01:06 PM
                                                                            MORE<=
                                                      GO TO SCHEDULE: 12345670

                              Print/Report File Selection
                       SCO Claim Schedule Warrant Number Inquiry

             Print Option: Select one range

              Claim Schedule Number           From: _____   To: _____
              Date Record Added (MM DD YYYY) From: __ __ ____  To: __ __ ____

             If ranges are left blank the entire file will be selected.

          _ Enter Destination:
             F=Report File only
                 Report File: CS9990.CSIS0W-1.WN.D2100819.T0921542
             P=Printer Output and Report File
                 Printer ID : CTP1     Report Class: ?     Report ID: ROH1
                 Report File: CS9990.CSIS0W-1.WN.D2100819.T0921542

                 Press Enter to submit the request, or F2 to cancel
```

To print the results of the warrant inquiry search, select one of the following ranges
in the Print Option:

   ✪ Claim Schedule Number

   ✪ Date Record Added

NOTE: Only one range may be selected at a time.

Enter one of the following options in the Destination field:

   ✪ **F** – Immediately generates an electronic report file of the SCO Warrant
       Inquiry Search (CSIS0W-1).

   ✪ **P** – Immediately generates an electronic report file (CSIS0W-1) and ROPES
       the SCO Warrant Inquiry Search Report (CSIS0W-1) report to an agency
       printer.

An example of the SCO Warrant Inquiry Search Report (CSIS0W-1) is displayed in
Exhibit VII-6.

EXHIBIT VII-6
SCO WARRANT INQUIRY SEARCH RESULTS REPORT

```
CSIS0W-1  **************************         DEPARTMENT OF AIR QUALITY         ************************** ORG NUMBER:   9990
                            CALSTARS      SCO WARRANT INQUIRY SEARCH RESULTS       REPORT                 ORG PAGE:        1
08/09/2010 (10:45) ***************************************************************************************** RUN PAGE:      1


 SCHEDULE    WARRANT   ISSUE DATE  FUND-SUB  REC ADD DATE
 --------   --------  ----------  --------   ----------
              PAYEE LINE 1                      PAYEE LINE 2                     PAYEE LINE 3                 AMOUNT
 ----------------------------------  ----------------------------------  ----------------------------------  -----------------


 12345660  08214525  06/28/2010  0001-001   06-30-2010
 FRESNO OFFICE SUPPLIER INC DISTRIBS  FRESNO OFFICE SUPPLIER INC DISTRIBS  FRESNO OFFICE SUPPLIER INC DISTRIBS  50,000,000,000.00
 12345670  08214526  06/28/2010  0001-001   06-30-2010
 TREASURER COUNTY OF                  VENTURA                                                                              99.59
 12345680  08214527  06/28/2010  0001       06-30-2010
 TREASURER COUNTY OF                  RIVERSIDE                                                                     45,452.251.00
```